

AHTD Product Showcase 2015

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the AHTD Product Showcase 2015. We trust you'll find the exhibit opportunity to be an effective market place for your products and services.

Listed below is some general information to help with your preparations for this event.

Following is the exhibitor service manual.

Venue: Fairmont Banff Springs Conference Centre

Each display space includes

1 - Hotel Table

2 - Hotel Chairs

Shipping: Please note the Fairmont Banff Springs does not handle exhibitor goods, Boxes and displays are to be shipped to GES, not the hotel. If you are shipping a few boxes we can hold in our office, please see page 3 - 5. If you are shipping a skid or large crate (over 300 lbs.) please contact our office to make arrangements BEFORE Shipping.

Materials Handling: Please return page 2 and 3 with the details of your shipment on page 3. GES will deliver goods received to your table for set up. Please follow this procedure so there are no delays at set up.

RETURN Shipping: Sponsor at table is responsible for waybill, labels and customs documents (if international) for the outbound shipment. Please include return information in the shipment for them to use at tear down, including a commercial invoice if the shipment is returning to the US. Waybills need to be international waybills, US air waybills are not valid if shipped from Canada. Tear out is Thursday 7 pm, Small shipments held for courier pick up Friday will be charged storage. GES will call to schedule fedex and purolator pick ups Friday - all other carriers pick up must be coordinated by your office/the account holder for pick up Friday. Please refer to the materials handling order form for details, and if you have other questions, please contact our office.

Power: GES CANADA is proud to be the exclusive supplier of power distribution to displays and exhibits at the Fairmont Banff Springs. If you require any electrical services for your table, please see page 6.

Exhibit Hours:

Move In / Installation - October 8th, 2015 3 pm - 4:30 pm

Exhibits Open - October 8th, 2015 5 pm - 7 pm

Move out / Dismantle - October 8th, 2015 at 7 pm

Following is the exhibitor service manual with information and order forms for a variety of services. Please note there is a discount offered on rental items ordered 2 weeks in advance. Please review each of the forms, complete the forms for services you require and return them to our office promptly. The payment and credit card charge authorization form is provided to summarize and pay for your total order.

We realize that exhibiting in a showcase can be complicated. If you need assistance with your orders or additional information, please call our team at **(403) 762-2828**, or you can reach us by email at **BANFF@GES.COM**.

We are looking forward to a successful meeting and appreciate your support.
Thank you for your participation and please let us know if we can assist you in any way.

Material Handling Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

MATERIAL HANDLING SMALL SHIPMENT SERVICE

The Fairmont Banff Springs does not handle exhibitor goods

Ship Prepaid Only — Collect shipments will be refused.

All charges are based on in-bound weights (min. charge applies) and are per shipment received, consolidate your goods to one shipment.

Rates Include:

- Checking receipt of items as specified by exhibitor below
- Unloading materials and delivery to your booth
- For longer storage or larger displays please contact our office for the regular materials handling service

Small Box Service

\$55.00 1st box / \$30.00 each additional
15 lbs. or less
Maximum of 3 boxes / 45 lbs.

OR

Small Booths & Displays

\$135.00 per 100lbs up to 200lbs
rolling cases & boxes, not skids or crates

- Storage at our office - October 5 - 8 ONLY

Freight that arrives earlier will be charged extra

Address is on the shipping label, following.

Goods arriving 8th will be delivered to table asap

Late shipments, call our office with details/instructions - do not ship to the hotel

Improperly packaged materials may be assessed a special handling fee. GES CANADA is not responsible for concealed damage or damage due to improper packaging. A surcharge is assessed for shipments arriving without service being ordered. If your designated carriers do not pickup or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays. Please see the information page for full details of terms and conditions of this service.

If you will have a return shipment. Include waybills with address & account #, labels, and if international, customs documents in your shipment, for the return of your goods, for the reps on site when packing up. Goods will be shipped out Monday as per this information.

Return: Your company will need to prepare shipment for return, including filling out a waybill with account number, packing and securing each piece, removing old labels and labeling each piece for return.

Courier drivers will not pick up shipments with incomplete waybills, or international shipments without customs docs

Courier shipments (FedEx Air, Purolator, etc.,) of **boxes** held at our office, in Banff until Friday, for courier pickup will be charged storage of \$35.00 (up to 60 lbs.) if pre-ordered, \$65.00 (up to 60 lbs.) if ordered on site.

Courier shipments (FedEx Air, Purolator, etc.,) of **rolling cases/ booth displays** (under 200 lbs. & unskidded only) held at our office, in Banff for courier pickup Friday will be charged storage of \$80.00/100 lbs. if pre-ordered, \$125.00/100 lbs. if ordered on site.

Storage is arranged by filling in estimate below. Storage fees are charged daily if items are not picked up Friday.

GES will call in fedex & puroator shipments - all other courier pickups are arranged by your company/the account holder

Trucked skidded or larger shipments contact our office with details to make arrangements.

If shipping **internationally**, GES is the broker assigned for this event -see pg 7 or contact our office for assistance if required

☐ I understand my company must provide a Commercial Invoice (and any other required forms) with all shipments into **and out of Canada**, and that I must check that my courier is clearing my goods **free domicile** and the shipper is responsible for all customs duty and shipping charges for shipments into Canada. Hiring a customs broker is recommended.

☐ Your company is the (only) importer on record for your shipment (GES/AHTD/FBS are **not** importing the goods)

☐ GES CANADA /AHTD/FBS can not be on ANY customs paperwork, your company is the shipper importer & consignee.

SHIPMENT DETAILS AND MATERIAL HANDLING CHARGES please fill this in as accurately as possible

Carrier : Waybill# # pcs estimated weight: estimated price:

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT. SEE NEXT PAGE FOR FULL DETAILS

Post show storage estimate if required:

\$

TOTAL ESTIMATED CHARGES:

\$

Carry this total to the payment and credit card authorization form

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Make copies as needed.

GES

EXHIBITION FREIGHT

FROM:

SMALL SHIPMENT

TO:

EXHIBITING COMPANY

AHTD Product Showcase 2015

NAME OF EXHIBITION

BOOTH NUMBER

405 Spray Avenue
BANFF, ALBERTA T1L 1J4
Attention: GES BANFF

SHIPMENT SHOULD ARRIVE BETWEEN:
October 5-7, 2015

Carrier _____
Number _____ of _____ pieces



GES

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Material Handling Information

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by the beginning of exhibitor move-in (schedule permitting).
- The hotel does not have facilities or procedures for receiving, storing or handling exhibitor freight
- Saves valuable set-up time.

How to ship goods

- Remove all old shipping and empty storage labels.
- Ensure goods are well labeled as yours for this event
- Complete the appropriate Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- If shipping internationally, we recommend using a customs broker that specializes in clearing goods on a temporary basis - the broker assigned to your show is best.
- Your company/representative on site is responsible for all customs documents in AND OUT of Canada pre and post show (a hired broker would prepare these for you), proper labeling and filling out the waybill properly.
- If goods are sent incorrectly straight to site, and cannot be stored, they will be redirected to Calgary for storage and delivery at the proper time at the exhibitor's expense. If materials handling was not ordered, the goods may not be released to your booth until the service is ordered and paid for in full.
- Goods left to be shipped out that are not prepared (not taped, not labeled) by the exhibitor will incur full labour rates for this service.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.

- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES CANADA has published GES CANADA Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES CANADA Limits of Liability

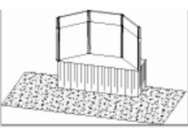
- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.
 - **Measure of Damage** - If GES CANADA was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.
- GES CANADA does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.

Accessories & Electrical Order Form

Discount if ordered by

September 24, 2015

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Table Plants					
	PFP56	Mum or Seasonal flowering plant	\$ 56.00	\$ 71.00	\$
Display Items					
	FESL	Easel (floor standing)	\$ 49.00	\$ 62.00	\$
	FLR	Literature Stand (Accordion style floor standing 6 shelves)	\$ 79.00	\$ 100.00	\$
	FSBD	Plexi lock box w/slot	\$ 110.00	\$ 139.00	\$
	FMISC	Literature holder clear plastic 8"x10" sits on table	\$ 25.00	\$ 32.50	\$
	FMISC	Round Glass Dish (business card/giveaway holder)	\$ 32.00	\$ 41.50	\$
	FPEDT	Cocktail Table, 42" Tall	\$ 112.00	\$ 140.00	\$
		Spandex Cover for 42" Table (Black)	\$ 32.00	\$ 41.00	\$
	FGFAC	Grey Padded Counter Stool	\$ 33.50	\$ 43.00	\$
	RD6_	6'x2'x36" tall Skirted Table/ Counter (would replace hotel table)	\$ 134.00	\$ 170.00	\$
	DMS	Add or Change colour hotel skirt on included table (circle) white grey burgandy black	\$ 46.00	\$ 58.00	\$
	FWB	Wastebasket	\$ 28.00	\$ 30.00	\$
Electrical Requirements					
please pre-order power for best rates			Discount \$	Regular \$	Onsite \$
	EL	700 Watt Duplex Outlet (shared breaker)	\$ 65.00	\$ 75.00	\$ 115.00
	EL1500W	1500 Watt Duplex Outlet	\$ 110.00	\$ 120.00	\$ 165.00
	ELPB	Power Bars	\$ 25.00	\$ 28.00	\$ 30.00
	ELEC	Extension Cords	\$ 25.00	\$ 28.00	\$ 30.00
	ELMISC	1 Bulb Arm Light	\$ 89.00	\$ 99.00	\$ 125.00
FS® FOLDING STACKABLE SYSTEM					
	FMISC	FS TABLE TOP MODEL	\$ 200.00	\$ 240.00	\$
	FMISC	FS TABLE TOP WITH HEADER	\$ 240.00	\$ 280.00	\$
FS systems fold for stability - will sit on and take up space on table					
ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT					
 FS TABLE TOP WITH HEADER			TOTAL OF ALL ITEMS ORDERED: \$ Carry this total to the payment and credit card authorization form		
All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.					
COMPANY NAME EMAIL ADDRESS AUTHORIZED CONTACT					
Payment & Credit Card Charge Authorization Form MUST Accompany this Form					